

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

JUVENILE JUDICIAL COMMISSIONER

FLSA STATUS:

NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical work associated with Juvenile Court operations and the criminal judicial process. Duties and responsibilities include preparing warrants and petitions, conducting probable cause hearings, issuing warrants, mittimus, and criminal summons, performing data entry, providing information and assistance to the public, answering the telephone, filing court documents, processing documentation, maintaining files/records, and providing general support within the department. Reports to Juvenile Court Judge.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Prepares and issues criminal warrants and juvenile petitions; issues diversion applications when juvenile petitions are not necessary; maintains log of warrants issued or received; obtains necessary signatures on warrants prior to court dates.

Sets court cases and appointments for judges; maintains calendar of activities; schedules and confirms appointments, meetings, interviews, or other activities; updates calendar on a regular basis and notifies parties involved of changes.

Conducts probable cause hearings to determine probable cause for arrest; confirms existence of probable cause, legal grounds, or sufficient evidence to issue warrants; reviews, condenses, and enters into computer pertinent information from police reports or from citizens' fact statements for issuance of warrants.

Issues warrants for law enforcement officers and for the general public as appropriate; issues mittimus to temporarily detain arrested individuals; issues criminal summons as needed.

Transports warrants, petitions, mittimus book, or other documentation to county offices or other locations.

Sets bond amounts and issues conditions of bonds and recognizance for arrested individuals; issues domestic assault bond conditions for defendants in domestic arrests.

Locates court tapes as requested; checks out tapes to attorneys, court reports, or other individuals.

Types, prepares, or completes various forms, reports, correspondence, logs, court orders, juvenile petitions, criminal warrants, mittimus, bond conditions, or other documents.

Receives various forms, reports, correspondence, arrest reports, worthless checks, fact statements, bond charts, law books, criminal justice handbooks, legal updates, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, email, Internet, or other programs.

Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Assists with warrants along with public and the schools (SRO's) and types all warrants for them.

Maintains file system of departmental records; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, opening/distributing incoming mail, or processing outgoing mail.

Answers telephone calls and greets visitors; ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel or department; records/relays messages; initiates and returns calls as necessary; responds to complaints and routine questions; researches problems and initiates problem resolution.

Communicates with supervisor, employees, other departments, law enforcement personnel, judges, court personnel, attorneys, warrant/booking officers, youth service officers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Sets bond amounts by questionnaire.

Conducts research as needed.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Fills out paperwork for domestics.

Goes through training once a year.

Assists with computer issue on the weekends when OIT is closed.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by 6 months previous experience and/or training involving office administration, legal/court office work, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee State driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors or violence.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Taking warrants back and forth

2. LIFTING/CARRYING

Objects:

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | | | X | | |
| 11-25 lbs | | | | | |
| 26-50 lbs | | | | | |
| 51-75 lbs | | | | | |
| 76-100 lbs | | | | | |
| >100 lbs | | | | | |

3. REACHING

Hands Used: RIGHT LEFT BOTH X

4. WORK CONDITIONS

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | | X |
| Cold Temperatures | | X |
| Sudden Changes in Temperature | X | |

| | | |
|-------------------------------|---|---|
| Noise | X | |
| Fumes | | X |
| Cramped Quarters | X | |
| Cold Surfaces | | X |
| Hot Surfaces | | X |
| Sharp Edges | | X |
| Vibration | | X |
| Fluorescent Lighting | X | |
| Computer Monitor Screen Glare | | X |

| | |
|-----------------|---------------------|
| Inside Building | <u>95</u> % of time |
| Outside | <u>5</u> % of time |

5. OTHER JOB DEMANDS

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling | | X |
| Jumping | | X |
| Lying on Back | | X |
| Lying on Stomach | | X |
| Twisting | | X |
| Sweeping/Mopping | | X |
| General Cleaning | X | |
| Handling Trash | | X |

6. HAND USE

| Type of Use | Yes | No | Frequency |
|--|-----|----|-----------|
| Keystrokes | X | | Daily |
| Grasp | X | | Daily |
| Fine Motor i.e.: writing, twisting hands or wrist, etc | X | | Daily |

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date